



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Senior Planner
Class Code Number	3070

General Statement of Duties

Manages the daily functions and operations of an assigned planning division within the City's Community Development Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage the daily functions and operations of an assigned planning division within the City's Community Development Department. The work is performed under the supervision and direction of the Community Development Director, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned technical support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Performs professional planning duties in the development of plans, policies and programs in support of goals in alignment with development and implementation;
- Supervises, trains, evaluates and coordinates the work of professional planning staff, including assigning and reviewing plans, coordinating the involvement of staff members on large planning projects, and conducting formal personnel evaluations;
- Reviews development proposals for conformance with general plan, which includes conformance with the zoning ordinance and coastal act policies;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and others as necessary;

- Analyzes rules, laws and regulations of other agencies to determine their impact;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, commissions, and hearing officers;
- Performs additional support duties as requested by the Community Development Director, including participating in budget development, researching various projects, and drafting staff reports;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of land use planning, natural resource protection, growth patterns, economic development, and urban planning;
- Comprehensive knowledge of the theory and methods for formulating land use policies and other related policies and procedures;
- Comprehensive knowledge of the current principles and practices involved in urban planning research;
- Comprehensive knowledge of effective report preparation and presentation;
- Comprehensive knowledge of research methods and sources of information related to functional area of assignment;
- Comprehensive knowledge of recent developments, current literature, and sources of information related to municipal planning and administration;
- Comprehensive knowledge of pertinent Federal, State, and local laws, codes, and regulations;
- Comprehensive knowledge of principles of supervision, training, and performance evaluations;
- Comprehensive knowledge of modern office practices and procedures;
- Ability to make public presentations on complex planning designs and municipal operations and represent the department in a professional capacity;
- Ability to analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services;
- Ability to supervise, train, and evaluate professional technical personnel;
- Ability to ensure compliance with Federal, State, and local laws and regulations;
- Ability to interpret and apply pertinent planning laws, rules, and regulations;
- Ability to prepare and analyze technical and administrative reports, statements, and correspondence;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Urban Planning, Geography, or other related field; and
- At least three years experience as a Planner, with some supervisory experience.

Required Special Qualifications

- Valid Class C California State Driver's license.

Desirable Qualifications

- American Institute of Certified Planners (A.I.C.P) membership.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.